



# Employee uses 1 Clock (Punch In) & uses 2<sup>nd</sup> Clock (Punch Out)

## Scenarios

1. How to determine, in what manner my Timecard was recorded or edited.
2. How to determine if Employee's are using same clock for their transactions.
3. How to determine if an Employee uses 1 Clock (Punch In) & uses 2<sup>nd</sup> Clock (Punch Out) NOTE: All Punch's will be Accepted.

**TIMECARD**  
Last Saved: 9:49AM

Name & ID: VILLELLA, GERALD A. 5297  
Time Period: Previous Pay Period

**VILLELLA, GERALD A**  
Primary Account(s):  
9/18/2016-forever  
DLC 85-1990/DLC 85-1892-FF-F8957L  
DLC 85 Retail Operations/DLC 85 -Burtonsville-FF-  
Moore, Daniel-

Date	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Mon 10/01	8:00AM		9:00AM	9:00AM	;/CC 85331-500///	12:00PM	8.0	8.0	8.0
Mon 10/01	12:30PM		4:30PM						

;/CC 85331-500///  
/Aspen Hill Store-Liquor - Operating///

RETAIL

TOTALS & SCHEDULE ACCRUALS AUDITS

Date	Time	Type	Account	Override	Com...	Edit Date	Edit Time	User	Data Source
10/01/2018	8:00AM	Add Punch						SuperUser.mcq-b734::DLC08TC - Burtonsville (850008)	Workforce Device Manager
10/01/2018	9:00AM	Add Punch	;/CC 85430-500///					SuperUser.mcq-b734::DLC28TC - Aspen Hill	Workforce Device Manager
10/01/2018	12:00PM	Add Punch						SuperUser.mcq-b734::DLC28TC - Aspen Hill	Workforce Device Manager
10/01/2018	12:33PM	Add Punch						SuperUser.mcq-b734::DLC28TC - Aspen Hill	Workforce Device Manager
10/01/2018	12:30PM[12:33PM]	Edit Punch						RAMJIK01:dev02.mcq.gov.org:172.30.9.124	Timecard Editor
10/01/2018	4:30PM	Add Punch						SuperUser.mcq-b734::DLC28TC - Aspen Hill	Workforce Device Manager

**USER:**  
Clock Location: **Burtonsville & Aspen Hill**  
Retail Employee's must use Same Clock for all their Transactions except if they are moving from one store to another store.

**DATA SOURCE:**  
Data entered by the System : (Timeclock) **Workforce Device Manager**  
Data edited by the User : (Mgr/Supervisor) **Timecard Editor**

**TIMECARD**  
Last Saved: 10:05AM

Name & ID: SMITH, KENRICK A. 5182  
Time Period: Previous Pay Period

**SMITH, KENRICK A.**  
Primary Account(s):  
9/18/2016-forever  
DLC 85-6680/DLC 85-1907-FF-F5707F  
DLC 85 Wholesale Operations  
DLC 85 Stock Liquor and Wine Warehouse Operations-FF-  
Rau, Christopher-

Date	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Mon 10/01	8:00AM		9:00AM	9:00AM	;/CC 85430-500///	12:00PM	8.0	8.0	8.0
Mon 10/01	12:40PM		4:30PM						

;/CC 85430-500///  
/Beer Warehouse Operations-Liquor - Operating///

WAREHOUSE

TOTALS & SCHEDULE ACCRUALS AUDITS

Date	Time	Type	Account	Override	Com...	Edit Date	Edit Time	User	Data Source
10/01/2018	8:00AM	Add Punch						SuperUser.mcq-b734::DLCW2TC - Warehouse2 (850200)	Workforce Device Manager
10/01/2018	9:00AM	Add Punch	;/CC 85430-500///					SuperUser.mcq-b734::DLCW2TC - Warehouse2 (850200)	Workforce Device Manager
10/01/2018	12:00PM	Add Punch						SuperUser.mcq-b734::DLCW2TC - Warehouse2 (850200)	Workforce Device Manager
10/01/2018	12:43PM	Add Punch						SuperUser.mcq-b734::DLCW2TC - Warehouse2 (850200)	Workforce Device Manager
10/01/2018	12:40PM[12:43PM]	Edit Punch						RAMJIK01:dev02.mcq.gov.org:172.30.9.124	Timecard Editor
10/01/2018	4:30PM	Add Punch						SuperUser.mcq-b734::DLCW1TC - Warehouse1 (850100)	Workforce Device Manager

**USER:**  
Clock Location: **Warehouse2 & Warehouse1**  
Warehouse Employee's must use Same Clock for all their Transactions

**DATA SOURCE:**  
Data entered by the System : (Timeclock) **Workforce Device Manager**  
Data edited by the User : (Mgr/Supervisor) **Timecard Editor**

